

MINUTES OF MEETING

RHODE ISLAND AIRPORT CORPORATION

BOARD OF DIRECTORS

WEDNESDAY, NOVEMBER 16, 2011, AT 4:00 PM

IN THE MARY BRENNAN BOARD ROOM

T. F. GREEN AIRPORT

2000 POST ROAD, WARWICK, RHODE ISLAND

The meeting of the Rhode Island Airport Corporation (“Corporation”) Board of Directors was called to order by Chair, Kathleen C. Hittner, M.D., at 4:00 pm., in the Mary Brennan Board Room at 2000 Post Road, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.

BOARD MEMBERS PRESENT: Kathleen C. Hittner, M.D; Deborah M. Thomas; Bradford S. Dimeo; Michael A. Traficante; Robert D. Sangster; Michael F. Ryan.

BOARD MEMBER ABSENT: Joseph M. Cianciolo.

ALSO PRESENT: Kevin A. Dillon, A.A.E., President and CEO; and those members listed on the attendance sheet attached hereto.

1. Approval of the Minutes:

A motion was made by Mr. Traficante and seconded by Mr. Ryan to

approve the minutes of the Board of Director's Meeting of October 19, 2011. The motion was passed unanimously.

2. Open Forum:

Dr. Hittner asked if anyone present wanted to speak in Open Forum. Mr. Langseth, representing the Greenwich Bay Watershed, addressed his concerns with the financial projections for the runway project. Mr. Langseth's specific concern was that the cost of the runway project being reported by the media was inaccurate.

Mr. Langseth reported that he has created a website which can be used as a resource to encourage people to use public transport, specifically the commuter rail link to T. F. Green Airport. Mr. Langseth stated that he is hoping to create a synergy between the various user groups.

3. Report from President and CEO:

Mr. Dillon addressed Mr. Langseth's concerns. The financial projection for the runway extension being reported in the media is correct. The financial projection that Mr. Langseth is referring to includes the total costs of all EIS projects, including future demand-driven projects that would be funded by third-party users.

Mr. Dillon reported that the new commuter train schedule is now in effect. There will now be 20 weekday stops. With the addition of the additional commuter train service, a more comprehensive marketing campaign is being developed.

Mr. Dillon reported that passenger numbers for the month of October were down 3.91%, and 1.72% year to date.

Mr. Dillon reported that total operations at the general aviation airports were down 28.9%. However, total fuel sales were up 4.69%.

Mr. Dillon reported that he had recently met with the New England State Aviation Directors and the FAA. Mr. Dillon noted that discussion had focused on the New England Regional General Aviation Airport System Study (NERGA) which is a cooperative study sponsored by the six New England states.

Mr. Dillon reported that he had attended a New England Railroad Club Dinner on November 3, 2011 in Boston, where the President's Award was awarded to RIAC, RIDOT, Amtrak, MDOT, and MBTA for their partnership on the InterLink project.

Mr. Dillon reported that on November 8, 2011, he had been a guest

speaker at the Rhode Island Pilots Association monthly dinner.

Mr. Dillon reported that the Warwick City Council had voted a resolution to appeal the FAA Record of Decision and to retain an attorney for the appeal. Mr. Dillon reported that no challenge has been filed to date. The Board discussed the Council's decision, and the hope is that the City Council will reconsider its decision. Mr. Dillon noted that the City Council's action would delay commencement of the projects.

Mr. Dillon reported that FedEx has replaced the 727-200 aircraft with a 757-200 aircraft. This aircraft provides a larger cargo capacity and greater landing weight with less noise.

Mr. Dillon gave an overview of the storm in October that affected a large portion of the east coast. T. F. Green Airport received five diversions as a result of the storm which included one international flight and four domestic flights. There was a brief overview of the airport's Irregular Operations Plan.

Mr. Dillon reported that the speed of the moving walkways in the InterLink had been adjusted. All walkways are now at a speed of 130 FPM.

Mr. Dillon reported that the RIDOT information wall is being installed in the InterLink. This will allow customers to see real time traffic

conditions throughout the state.

4. Discussion Item:

(a) Presentation on Customer Service.

Ms. Goldstein gave an overview of the Rhode Island Airport Corporation's Customer Service Program. Ms. Goldstein's presentation focused on the goals of the program, and the tools and resources the airport has in place to provide a positive customer experience.

5. Action Items:

Dr. Hittner announced that two items had been removed from the agenda:

(a) Consideration of and Action Upon 2013 Airport Project Inducement Resolution.

(e) Consideration of and Action Upon Approval of a Consultant Task Order for the Mandatory Land Acquisition for Runway 16 Safety Area Improvement at T. F. Green Airport.

It was noted that both items are related to the EIS and are now on hold due to the Warwick City Council's challenge of the ROD. Mr. Dillon noted that the FAA is unlikely to issue any grants while there is a legal challenge of the ROD, and that bond funding would be extremely difficult.

(a) Item Removed from Agenda.

(b) Consideration of and Action Upon Approval to Purchase a Continuous Friction Measurement Equipment (CFME) Vehicle for T. F. Green Airport.

Mr. Dillon gave an overview of the procurement. This equipment will perform friction testing on the airfield pavement to determine the minimum standard pavement friction coefficients for runway contaminants such as rubber buildup, ice and snow. The recommendation is that the Board authorize the President and CEO, or his designee, to execute a Purchase Order with Dynatest Consulting, Inc., for the procurement of a Continuous Friction Measurement Equipment Vehicle.

A motion was made by Mr. Dimeo and seconded by Mr. Traficante to approve the following resolution:

WHEREAS, a competitive bidding process was undertaken according to the Rhode Island Airport Corporation's (RIAC) procurement rules to purchase a Continuous Friction Measurement Equipment (CFME) Vehicle for T. F. Green Airport; and

WHEREAS, on July 22, 2011 RIAC issued an Invitation for Bids (IFB) for this equipment; and

WHEREAS, three sealed bids were received on August 9, 2011; and

WHEREAS, RIAC staff has determined, and the Federal Aviation Administration (FAA) concurs, that the base bid submitted by Dynatest in the amount of \$192,598, is the lowest responsive bid based on the federal Buy American provisions; and

WHEREAS, the FAA has also approved the purchase of the following additional features: a Global Positioning System, a pavement temperature sensor and a spare tire, which brings the total procurement to \$200,623; and

WHEREAS, the project is approved in the Fiscal Year 2012 Operating Capital budget in the amount of \$184,150 with 75% (\$138,113) funding reimbursed from the Federal Aviation Administration (FAA) under AIP

No. 3-44-0003-97-2011 and RIAC's 25% (\$46,038) matching share budgeted with General Purpose Funds.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO, or his designee, to execute a Purchase Order with Dynatest Consulting, Inc. for the procurement of a Continuous Friction Measurement Equipment Vehicle in the amount of \$200,623.

The motion was passed unanimously.

(c) Consideration of and Action Upon Approval to Purchase a Piece of Snow Removal Equipment at T. F. Green Airport.

Mr. Dillon gave an overview of the procurement. This equipment will be used for clearing accumulated snow from the areas around the runway/taxiway edge lights and runway/taxiway signs. The recommendation is that the Board authorize the President and CEO, or his designee, to execute a Purchase Order with HP Fairfield, LLC, to purchase a piece of snow removal equipment.

A motion was made by Mr. Traficante and seconded by Mr. Dimeo to approve the following resolution:

WHEREAS, a competitive bidding process was undertaken according

to the Rhode Island Airport Corporation's (RIAC) procurement rules to purchase a piece of snow removal equipment (tractor and attachments) for use at T. F. Green Airport; and

WHEREAS, on July 22, 2011, RIAC issued an Invitation for Bids (IFB) for this equipment; and

WHEREAS, two bids were received on August 9, 2011; and

WHEREAS, RIAC staff has determined, and the FAA concurs, that the bid submitted by HP Fairfield, LLC, in the amount of \$117,621, is the lowest responsive bid; and

WHEREAS, the project is approved in the Fiscal Year 2012 Operating Capital budget in the amount of \$139,694; and

WHEREAS, this purchase will be funded 75% (\$104,771) with RIAC's 25% (\$34,923) matching share with budgeted General Purpose Funds.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO, or his designee, to execute a Purchase Order with HP Fairfield, LLC to purchase a piece of snow removal equipment (tractor and attachments) in the amount of \$117,621.

The motion was passed unanimously.

(d) Consideration of and Action Upon Approval of a Professional Services Agreement for Security Guard Services at T. F. Green Airport.

Mr. Dillon gave an overview of the agreement. The security guards will be responsible for services on the departures roadway and delivery court and will be required to provide unarmed, uniformed, airport security guard services for badge inspections, inspection of vehicles entering restricted areas, traffic and pedestrian control, and other details where security may be required on an “as needed” basis. There was general discussion of the financial provisions of the agreement. The recommendation is that the Board authorize the President and CEO, or his designee, to execute a Professional Services Agreement with Command Security Corporation to provide Security Guard Services at T. F. Green Airport.

A motion was made by Mr. Sangster and seconded by Mr. Dimeo to approve the following resolution:

WHEREAS, on August 29, 2011, the Rhode Island Airport Corporation (RIAC) issued a Request for Proposals (RFP) to provide Security Guard Services at T. F. Green Airport pursuant to RIAC Procurement Rules; and

WHEREAS, RIAC received eleven proposals on September 20, 2011, in response to this RFP; and

WHEREAS, the Selection Committee comprised of Leo Messier, Chief of Police, Brian Schattle, Chief Financial Officer and Stephen Cahill, Captain/ASC, met on October 3, 2011 to review and rank the proposals; and

WHEREAS, based on these evaluations, the Selection Committee chose to interview the firms of Command Security Corporation and RIBI Security for further evaluation; and

WHEREAS, based on the review of the proposals and the interviews conducted on November 3, 2011, the Selection Committee unanimously selected Command Security Corporation; and

WHEREAS, the services provided under this agreement are expected to cost approximately \$214,000 annually, based on the initial scope (two posts - 20 hours per post 7 days per week including holidays); and

WHEREAS, although these services were not specifically included in the Fiscal Year 2012 Operating and Maintenance (O&M) budget, RIAC staff will continue to manage its overall cost structure in line with its revenue streams; and

WHEREAS, initial services will provide for security guards at two service posts, the departures roadway and delivery court; and

WHEREAS, additional service posts may be added in the future at the discretion of RIAC.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO, or his designee, to execute a Professional Services Agreement with Command Security Corporation to provide Security Guard Services at T. F. Green Airport, with two additional one year terms at the discretion of RIAC.

The motion was passed unanimously.

(e) Item Removed from Agenda.

(f) Consideration of and Action Upon Approval for a Purchase Order Amendment for the Northeast Ramp Oil Water Separator (OWS) at T. F. Green Airport.

Mr. Dimeo reported that he was recusing himself from voting on this item and he left the Board table.

Mr. Dillon gave an overview of the amendment noting that the original scope of this project was to service and clean the OWS.

However, upon commencement of the work and removal of water from the OWS tank, the quality and quantity of material remaining exceeded both RIAC's and the contractor's expectations. The type and volume of material was not expected nor accounted for in the original scope of work. The recommendation is that the Board authorize the President and CEO, or his designee, to amend the purchase order with TMC Services, Inc., to service and clean the Northeast Ramp Oil Water Separator.

A motion was made by Mr. Sangster and seconded by Mr. Traficante to approve the following resolution:

WHEREAS, on August 17, 2011, RIAC invited four approved contractors from the State of Rhode Island's Master Price Agreement to review and provide quotes to service and clean the Northeast Ramp Oil Water Separator (OWS); and

WHEREAS, three of the four contractors provided quotes on August 26, 2011; and

WHEREAS, RIAC staff has issued a Purchase Order in an amount not to exceed \$53,290 with TMC Services, Inc. (TMC); and

WHEREAS, upon commencement of the work and removal of water from the OWS tank, the quality and quantity of material remaining exceeded RIAC's and TMC's expectations; and

WHEREAS, RIAC immediately requested the contractor to provide alternatives for the removal of this unexpected material; and

WHEREAS, RIAC staff performed a review of the available options, and each option was evaluated based on costs, regulatory compliance and potential RIAC liabilities; and

WHEREAS, RIAC staff has determined that the most cost effective and timely response option was to have the existing contractor remove and transport the material to an off-site treatment facility; and

WHEREAS, RIAC received an updated Scope and Fee from TMC in the amount of \$139,757 to complete the project which includes the handling of the additional material; and

WHEREAS, the project is approved in the Fiscal Year 2012 O&M budget in the amount of \$60,000; and

WHEREAS, although the updated cost of this project exceeds the budgeted expectations, RIAC staff will continue to manage its overall cost structure in-line with its revenue streams.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO, or his designee, to

amend the \$53,290 Purchase Order with TMC Services, Inc. to service and clean the Northeast Ramp Oil Water Separator to \$139,757.

The motion was passed by five in the affirmative, with one member recusing himself from the voting. Those votes are as follows:

YEAS: Kathleen C. Hittner, M.D.

Deborah M. Thomas

Michael A. Traficante

Robert D. Sangster

Michael F. Ryan

NAYS: None.

RECUSED: Bradford S. Dimeo

(g) Consideration of and Action Upon Approval of a Professional Services Agreement and Task Order for the New England Regional General Aviation Airport System Study – Phase 1.

Mr. Dillon gave an overview of the Agreement. The overall objective of the planning study is to conduct an examination of the New England general aviation airports system through 2030 to develop a standard for airport roles and classification on a regional basis, and determine the infrastructure investment given the future limitations of FAA investment. It was noted that this Task Order is for the first

phase of the study which will ultimately assist both the New England states and the FAA in developing a long range strategy to ensure system sustainability. Mr. Dillon also explained the funding associated with the study.

A motion was made by Mr. Traficante and seconded by Ms. Thomas to approve the following resolution:

WHEREAS, on March 9, 2010, the Rhode Island Airport Corporation (RIAC) issued a Request for Proposals (RFP) to conduct a New England Regional General Aviation Airport System Study (NERGA) pursuant to RIAC Procurement Rules; and

WHEREAS, RIAC received two proposals on March 28, 2011, in response to this RFP; and

WHEREAS, both firms were invited to make presentations before the Selection Committee comprised of a representative of each of the six New England states and the Federal Aviation Administration (FAA); and

WHEREAS, based on the review of the proposals and interviews, the Selection Committee chose The Louis Berger Group as the most qualified firm to perform these services; and

WHEREAS, RIAC staff has received a Scope and Fee from LBG in the

amount of \$644,080 to perform Phase 1 of the study; and

WHEREAS, the six New England States have executed a Memorandum of Agreement (MOA) to equally share the expenditures related to this study; and

WHEREAS, RIAC's share of the \$644,080 Task Order will be \$107,347 with 95% (\$101,980) reimbursed from the FAA and RIAC's 5% (\$5,367) funded with General Purpose Funds.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the President and CEO, or his designee, to 1) execute a Professional Services Agreement with The Louis Berger Group to conduct a New England Regional General Aviation Airport System Study; and 2) execute a Task Order in the not to exceed amount of \$644,080 to complete Phase 1 of the New England General Aviation Regional Airport System Study.

The motion was passed unanimously.

(h) Consideration of and Action Upon Approval of Meeting Schedules for 2012.

A motion was made by Ms. Thomas and seconded by Mr. Traficante to approve the 2012 Meeting Schedules as presented to the Board.

The motion was passed unanimously.

6. Executive Session:

At approximately 4:51 p.m. a motion was made by Mr. Dimeo and seconded by Mr. Traficante to go into Executive Session for the purposes of discussing the following items:

(a) Motion to Approve the Minutes of the Executive Session Held on October 19, 2011 – R.I.G.L. § 42-46-5(a)(2) and (7); and

(b) Discussion Related to One Pending Litigation Matter (RIPDES) and One Potential Litigation Matter (EIS) - R.I.G.L. § 42-46-5(a)(2); and

(c) Investment of Public Funds Where Premature Disclosure Would Be Detrimental to the Public Interest (Airport and Air Service Development and GA Airport Event) – R.I.G.L. § 42-46-5(a)(7); and

(d) Discussion Related to Job Performance - R.I.G.L. § 42-46-5(a)(1); and

(e) Motion to Return to Open Session.

For the record, the affected individual was notified in writing that the Board intended to convene in Executive Session in order to discuss their job performance, and declined to have this discussion take

place in Open Session.

By the following roll call vote the motion was passed unanimously.

YEAS: Kathleen C. Hittner, M.D.

Deborah M. Thomas

Bradford S. Dimeo

Michael A. Traficante

Robert D. Sangster

Michael F. Ryan

NAYS: None

ABSTAIN: None

At approximately 6:09 p.m., a motion was made by Mr. Dimeo and seconded by Mr. Ryan to reconvene to the Open Session. The motion was passed unanimously.

7. Post Executive Session Actions and Announcements:

(a) Motion to Seal the Minutes of the Executive Session Held on November 16, 2011.

A motion was made by Mr. Dimeo and seconded by Mr. Ryan to seal the minutes of the Executive Session in accordance with R.I.G.L. §

42-46-4. By the following roll call vote the motion was passed unanimously.

YEAS: Kathleen C. Hittner, M.D.

Deborah M. Thomas

Bradford S. Dimeo

Robert D. Sangster

Michael F. Ryan

NAYS: None

ABSTAIN: None

(b) Report on Actions Taken During Executive Session:

Mr. Traficante left the Executive Session at 5:19 p.m.

During the Executive Session a motion was made by Ms. Thomas to approve the sealed minutes of the Executive Session held on October 19, 2011. The motion was seconded by Mr. Ryan. The motion was passed unanimously.

8. Future Meetings:

The next meeting is scheduled for Wednesday, December 21, 2011, at 4:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport,

Warwick, Rhode Island.

9. Adjournment:

Ms. Thomas moved to adjourn at approximately 6:10 p.m. Mr. Sangster seconded the motion. The motion was passed unanimously.

Respectfully submitted,

**Kathleen C. Hittner, M.D., Chair
Rhode Island Airport Corporation**

**PUBLIC ATTENDANCE SHEET
RHODE ISLAND AIRPORT CORPORATION
MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, NOVEMBER 16, 2011**

NAME	AFFILIATION
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Brian Schattle	RIAC
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Peter Frazier	RIAC
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Patti Goldstein	RIAC
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Ann Clarke	RIAC
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Alan Andrade	RIAC
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Robert Goff	New England Parking
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Laurie Brayton	Senate Fiscal Office
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Woody Cresswell	The Paradies Shops
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Marc Champigny	Louis Berger
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Richard Langseth	Greenwich Bay Watershed
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The minutes of the Executive Session of the Board Meeting of November 16, 2011, have been sealed in accordance with R.I.G.L. § 42-46-4.